



**child
development
services**

State Intermediate Educational Unit-146 State House Station, Augusta, ME 04333
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CDS Administrative Letter: Number 9

DATE: February 7, 2008

TO: CDS Regional Board Chairs, CDS State Level Advisory Board, CDS Site Directors

FROM: David Noble Stockford, Policy Director and Team Leader
Debra Hannigan, CDS State Director

RE: Job Descriptions

Job descriptions for use by regional CDS sites have been completed by the State CDS IEU. The following descriptions are completed at this time:

Office Operations Manager
Office Operations Assistant
Ed Tech I
Ed Tech II
Ed Tech III
Teacher of Children with Disabilities B-5
Occupational Therapist
Physical Therapist
Speech/Language Therapist
Case Manager B-2
Case Manager 3-5 Level I
Case manager 3-5 Level II
Certified Occupational therapy Assistant
Speech/Language therapy assistant
Educational Consultant
Licensed Social Worker
Custodian

These job descriptions may be accessed at

<http://www.maine.gov/education/speced/cds/jobs/descriptions.html>

Regional Sites are required to do the following:

No later than February 29, 2008:

- Utilize a list of current regional site employees and assign current employees to one of the attached job descriptions;

Note: the experience rubrics for Case Manager B-2 and Case Manager 3-5 have been revised with input from site employees. We recognize that more items may need to be added to those grids and so consider them as works in progress for a while longer. Should any site director have an employee with an activity that is not on the grid, but which seems appropriate, please notify us. We will determine if the activity should be included for the employee as well as added to the grids. Our intent is to be inclusive and support the many activities that employees participate in.

- Provide the CDS State Director with a list of employees for whom a job description match could not be made. Please provide a description of the tasks any unassigned employee performs at his/her respective site.

From February 11, 2008 forward

- Utilize the job descriptions to advertise for, and hire, new CDS employees;
- Provide the CDS State Director with information on any job openings that do not fit into one of these job descriptions.

For further information, please contact Debra Hannigan, Child Development Services, at 207/624/6660 or email her at debra.hannigan@maine.gov